

Public Works Management Specialist, GS-301-12

MAJOR DUTIES

Performs duties under the general supervision of the Installation Support Office (ISO)\ Chief who assigns specific tasks or areas of responsibility through discussions, conferences, or written directives outlining general objectives. Incumbent serves as a Public Works Management Specialist in the Installation Support Office, with responsibility for supporting development and execution Real Property Maintenance Activities (RPMA) program, financial and resource management, Operations and Maintenance (O&M), and public works management products and services to MACOM's and installations in the USACE Division's geographic area of responsibility. This includes provision of public works technical and analytical support of ISOs mission and functions for Real Property and Real Property Master Planning and data analysis mission, RPMA project management, RPMA Business Practice program support, development and execution of regionally based contracting support, DPW management systems analysis and support, and customer service programs.

1. Advises, administers, consults, and performs investigations, analysis, and evaluation of responsive functional information and management systems, and provides analysis of information systems products applicable to installation level DPW operations. Reviews, analyzes and compares management engineering systems data collection and recording at installation level. Provides financial expertise and functional guidance for the use and application of DPW management reports to DPW decision making processes. Provides advice and consultant services to the DPW for the application and use of information available. Identifies needed improvements in data management techniques and makes recommendations to improve DPW accountability, productivity, and business process management. 25%
2. Uses analytical methods and techniques to review DPW financial/work management operations, for standardization, productivity, and business practices; recommends remedial actions or training to improve DPW data management capabilities; and evaluates DPW financial management guidance in relationship to ongoing DPW programs. Recommends ways of maintaining and controlling facilities engineering automated systems operability, reliability, and application to current issues and programs in the DPW RPMA program. Provides and coordinates ISO and USACE regional field support to MACOMs and Installations, and resolves associated problems that arise. Supports and assists with coordination of technical support and contract support services as required. Improves Division, District, and DPW awareness of USACE capabilities to help resolve PW related problems. 25%
3. Serves as supporting project manager for assigned projects in RPMA Operations, Maintenance, Master planning, Real Property, DPW Management, DPW Business Process, and contract management area with responsibility for providing support to project planning, coordination, administration, evaluation and documentation. Provides support for development of functional plans and schedules for development, management, and execution of assigned projects. Serves as the alternate point of contact for ISO management of assigned projects. Serves as Contracting Officer's Representative for assigned projects executed by contract.

a. Performs planning, utilization, and project development studies and initiatives. Conducts liaison with other USACE agencies, contractors, and organizations in accomplishing such studies.

b. Provides space utilization services to MACOMs and installations. Maintains contacts with key installation and MACOM planning and space utilization representatives for the development and management of long range space utilization programs.

c. Acts as consulting Public Works Specialist by rendering staff assistance to the DPW and MACOMs. Prepares reports and analyses to record findings and services provided.

25%

4. Reviews, assesses, and makes recommendations regarding Public Works program planning and program execution. Advises on the requirements for program development and execution, fiscal and statutory program limitations, project and program scope and criteria, and execution requirements. Visits MACOMs and Installations to directly coordinate project and program development requirements. Assists the DPW and MACOMs on management and technical support of DPW operations. Provides analytical support to DPW and MACOMs evaluation of Public Works program and project planning procedures, quality of work, compliance with current policy and directives, and other requirements to assist with program management and execution. Assists in the review of DPW PRMA projects and programs to insure that ISO project support capabilities are adequate to meet customer requirements. Insures that projects meet current standards for economy, regulatory requirements, and work management requirements.

15%

5. Supports analysis of Installation Support (IS) programs and policies and provides public works programs subject matter expertise for the development and execution of USACE Installation Support programs in the assigned area of responsibility. Maintains contacts with IS program agents at USACE Divisions, HQUSACE Military Programs Installation Support Division, and MACOMs to discuss and influence the formulation and execution of long range IS policy, and short range IS program execution.

10%

Performs other duties as assigned.

FACTOR 1. Knowledge Required by the Position **Level 1-7** **1250 Points**

Knowledge of Federal and agency Real Property Maintenance Activities (RPMA) policies, requirements, administrative practices, and procedures related to the planning, scheduling, and coordination of management resources for efficient operation and utilization of facilities. Skill in explaining highly complex work concepts to program officials, program developers, and contractor personnel to ensure system application complies with policies and acceptable practices and meets functional requirements of users at all command levels. Negotiates major program issues and operational requirements with proponents of other standard systems to meet data requirements for engineering systems interfaces.

Knowledge and skill in the application of RPMA management principles, concepts, and methodology to a variety of conventional and unconventional assignments, involving the full range of facilities management activities.

Knowledge of appropriate technical requirements governing facilities to determine data requirements for DOD RPMA, develop and update manuals and instructional material for use by system-user personnel at all levels of engineering management.

Knowledge in data collection and analysis techniques and the use of data to support automated information systems development and the development of training programs.

Knowledge of computer requirements, techniques, capabilities, and methods with respect to the design, implementation, and operation of major Army-wide automated management information systems.

FACTOR 2. Supervisory Controls **Level 2-4** **450 Points**

The supervisor gives assignments in general terms by indicating overall goals and resources. The incumbent develops deadlines and project requirements in consultation with the supervisor and computer specialists and analysts in the organizations working on the automated information systems.

The incumbent provides advisory assistance in facilities matters and works with other technical specialists in developing engineering data requirements, coordinating efforts with other organizations and agencies and translating policy within the framework of overall program objectives.

Completed work is reviewed overall in terms of accomplishing established goals and objectives. Technical reviews of completed work may be conducted in cases of special impact, but are not normally required.

FACTOR 3.	Guidelines	Level 3-4	450 Points
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Guidelines includes general policy and program guides, agency contractual terms and precedents related to the management and operation of all facets of government facilities.

The incumbent must use judgement and initiative in the interpretation of broad agency policy and in the development of new methods to resolve problems and assure efficient utilization of work forces, facilities, and other resources. The incumbent is responsible for coordinating work with other technical specialists involved in the program.

FACTOR 4. Complexity	Level 4-5	325 Points
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Assignments are diverse in nature and cover all facilities programs/functions for which a variety of different planning, coordinating, negotiating, and advisory functions are required to ensure the efficient development and management of facilities and the implementation and operation of the automated information systems.

Projects, studies, and evaluations involve significant departure from established practices and require extensive responsibility for coordination of work with other segments of DOD and with representatives from other agencies. The work often involves the development of advisory materials for which unique studies or research is required.

FACTOR 5. Scope and Effect	Level 5-4	225 Points
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The work involves developing plans and criteria related to the application of agency RPMA policy, serving in an advisory capacity for all matters relating to the management, operation, and utilization of Real Property assets, and treating a variety of unique or unconventional problems or difficulties. The work affects agency policy regarding software program effectiveness and often impacts on other projects.

FACTOR 6. Personal Contacts	Level 6-3	60 Points
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Personal contacts include facilities management personnel at all levels of command and other installation and agency specialists, personnel involved in systems design and computer operations within and outside of the organization, representatives of professional associations, representatives of public and private agencies, contract representatives, and other contacts with the Facilities Engineering Community. Contacts also include contractor personnel involved in training, deploying, and maintaining worldwide automated systems.

FACTOR 7. Purpose of Contacts	Level 7-3	120 Points
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The purpose is frequently to provide functional expertise; influence the person contacted to accept new, revised, or modified plans, methods or techniques; to negotiate agreement among conflicting parties; and to justify proposed plan, criteria or resources to other agency officials or committees.

FACTOR 8. Physical Demands	Level 8-1	5 Points
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The work is principally sedentary. No special physical demands are required.

FACTOR 9. Work Environment	Level 9-1	5 Points
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The work involves normal risks and discomforts associated with an office environment. The work area is usually adequately lighted, heated, and ventilated. There may be occasional exposure to adverse conditions while visiting installations.

Total Points: 2890